

**RESOLUTION NO. 2010-08  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION ESTABLISHING SALARIES  
FOR CERTAIN UNREPRESENTED EMPLOYEES  
AND REPEALING PRIOR SALARY RESOLUTIONS**

The City Council of the Town of Colma does hereby resolve as follows:

**1. Background.**

- (a) The City Manager conducts periodic surveys of salaries for public employees with comparable job classifications in San Mateo County, the most recent in June 2009; and
- (b) Based on the most recent salary survey, the City Manager has recommended the salary benefit adjustments set forth herein.
- (c) The salaries set forth herein reflect a 2% increase effective March 7, 2010.

**2. Salary Scale, Non-exempt Casual Employees.**

The Town shall pay unrepresented, non-exempt casual employees described herein the hourly rate of pay shown in the following table.

*December 30, 2007 and continuing thereafter until changed*

	Step 1	Step 2	Step 3	Step 4	Step 5
Recreation Leader I	9.12	9.57	10.05	10.55	11.08
Recreation Leader II	9.58	10.05	10.56	11.09	11.64
Recreation Leader III	10.06	10.56	11.09	11.64	12.22
Facility Attendant	9.58	10.05	10.56	11.09	11.64

**3. Salary Scale, Non-exempt Regular and/or Probationary Employees.**

The Town shall pay unrepresented, non-exempt regular and/or probationary employees described herein the hourly rate of pay shown in the following table:

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*March 7, 2010 and continuing thereafter until changed*

	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly
Accountant I	35.14	36.90	38.75	40.69	42.72	
Accounting Technician	31.18	32.74	34.38	36.10	37.91	
Administrative Technician I	29.10	30.56	32.09	33.69	35.37	
Administrative Technician II	30.56	32.09	33.69	35.37	37.14	
Administrative Technician III	30.56	32.09	33.69	35.37	37.14	39.00
Community Services Officer	28.39	29.81	31.30	32.87	34.51	
Maintenance Technician I	28.46	29.88	31.37	32.94	34.59	
Maintenance Technician II	29.88	31.37	32.94	34.59	36.32	
Maintenance Technician III	29.88	31.37	32.94	34.59	36.32	38.14
Recreation Coordinator	28.38	29.80	31.29	32.85	34.49	

**4. Salary Scale, Exempt Employees.** The Town shall pay unrepresented, exempt employees described herein the respective monthly salaries shown below:

*March 7, 2010 and continuing thereafter*

	Step 1	Step 2	Step 3	Step 4	Step 5
Assistant City Manager	11,496.93	12,071.78	12,675.37	13,309.14	13,974.60
Director of Recreation Services	7,530.17	7,906.68	8,302.01	8,717.11	9,152.97
Human Resources Manager	7,405.34	7,775.61	8,164.39	8,572.61	9,001.24
Police Commander	9,976.46	10,475.28	10,999.04	11,548.99	12,126.44

**5. Benefits.** In addition to those benefits already set forth in the Town of Colma's Administrative Code Chapter 3 – Personnel Policies:

(a) *Community Service Officer.* Incumbent shall be entitled to replacement for wear and tear of uniform in lieu of a guaranteed uniform allowance. The position of and the hours authorized for Community Service Officer shall be and are contingent upon obtaining funding for that position from the Supplemental Law Enforcement Services Fund (SLESF). If no Supplemental Law Enforcement Services Funds are granted to the Town of Colma, then the position may be eliminated.

(b) *Maintenance Technician.* Incumbent shall be provided with certain work garments in lieu of a guaranteed uniform allowance.

(c) *Police Commander.* The incumbent shall be granted an annual uniform allowance equal to and on the same terms and conditions as granted to the Colma Peace Officers.

**6. Steps.** A regular employee in each of the classifications described in this resolution shall start at Step 1, unless hired by the City Manager at a higher step because of relevant experience or qualifications. Six months after having satisfactorily completed continuous service in the step at which the employee was hired, the employee shall advance to the next higher

step. Each year of satisfactory continuous service thereafter, the employee shall advance to the next higher step until the employee has reached Step 3 in the shown in the above table. Advancement to Steps 4, 5 or 6 may be granted by the City Manager, in the Manager's sole and absolute discretion, after review of the employee's job performance; it is not automatic.

**7. Amendment or Revocation; No Contract.** Nothing herein shall prevent the City Council from hereafter revoking or amending any of the foregoing provisions, salaries or benefits, provided that the Town shall first comply with all applicable provisions of Resolution 98-40 and the Meyers-Milias-Brown Act. This Resolution is not intended to be a contract with any employee working in any of the classifications described herein.

**8. Repeal; Effective Date**


- (a) Resolution 2008-33 is repealed.
- (b) This resolution shall become effective on March 7, 2010.

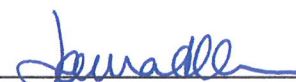
**Certification of Adoption**

I certify that the foregoing Resolution No. 2010-08 was duly adopted at the regular meeting of the City Council of the Town of Colma held on February 10, 2010, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joanne F. del Rosario	✓				
Joseph Silva	✓				
<i>Voting Tally</i>	5	0			

Dated 2/24/10

  
Diana Colvin, Mayor

Attest:   
Laura Allen, City Clerk